

CHESTERFIELD COUNTY PUBLIC LIBRARY

MEETING ROOM REQUEST

This form must be completed in its entirety, in order for a room assignment to be considered or approved. All meetings in Chesterfield County Public Library meeting rooms must be free and open to the public.

Note: Library meeting rooms are available only to existing community organizations. Under Library policy, to be considered a community organization, all members of the organization must (1) live in Chesterfield County or in an adjoining locality that has an interjurisdictional library agreement or (2) have an office located in Chesterfield County or an adjoining locality. The community organization must demonstrate that it has an established institutional structure, membership sufficient to sustain the structure, and members who regularly meet in the area. If an organization does not meet these criteria, it is not eligible to reserve Chesterfield County Public Library meeting room space.

Today's Date: _____

Organization Name: _____ Telephone No.: _____

Representative Name and Title: _____ Telephone No.: _____

Residential Address: _____ City: _____ State: _____ Zip: _____

Representative Library Card Number: _____

Email address: _____

PURPOSE FOR WHICH THE MEETING ROOM WILL BE USED

_____ Expected Attendance: _____

MEETING ROOM AMENITIES AND EQUIPMENT NEEDS

Not all branches offer the equipment below. Please check the room sizes and amenities shown on the branch page before making your selections. Not all branches have kitchenettes.

Electronic Equipment:	DVD Player	Projector	Television	VCR
Other Equipment:	Easel (only)	Screen		
Furniture:	Podium/Lectern			
Kitchenette Amenities:	Coffee Maker	Microwave	Refrigerator	Sink

REQUESTING YOUR DATE, TIME AND LOCATION

- First, view the online calendar to check the availability of your requested room.
- You may request only one meeting date on this application
- Organizations may have only one reservation at a time (i.e. multiple bookings are not allowed.)
- At the close of your organization's meeting, you may submit your next request.
- Reservations may be requested up to three months in advance.

Meeting Rooms are available Monday through Saturday during regular business hours. All meetings must conclude 15 minutes prior to closing time

Meeting Date and Time: _____ to _____

Small Meeting Rooms	Mid-size Meeting Rooms		Large Meeting Rooms
Bon Air – Room A	Bon Air – Room B		Bon Air – Rooms A and B
Chester – Room A	Chester – Room B		Central
Enon			Chester – Rooms A and B
Ettrick-Matoaca			Clover Hill
La Prade – Room	La Prade – Room B		La Prade – Rooms A and B
			Meadowdale
			Midlothian

AGREEMENT

By checking this box, I hereby certify that all information contained on this application is correct and accurate, to my best information and belief; that I am authorized to make this application on behalf of my organization; and that I shall be responsible, on behalf of my organization, for compliance with the Library's meeting room policy and guidelines.

Email your saved file to bookaroomatthelibrary@chesterfield.gov.

This form is considered public information and may be viewed by members of the public.

STAFF USE ONLY	
Chesterfield County Public Library card account is in good standing	
Approved By: _____	_____
Staff Member Name	Approval Date
_____	to
Reserved Meeting Room Location	Reserved Meeting Room Date/Time
Denied	Reason Denied: _____